Create Groups in Blackboard

Create Groups with Manual Enroll ................................................................. 1
Create Groups with Random Enroll ............................................................... 5
Create Group Discussion or Discussion Assignment ................................... 7
Link to Group Discussion or Discussion Assignment .................................. 11
Create Collaborate Ultra Session ................................................................. 13
Link to Collaborate Ultra Session ................................................................. 14

Create Groups with Manual Enroll

1. In the left Course menu under the Control Panel, click Users and Groups and select Groups.

2. Click Create, then select Manual Enroll under Group Set.

3. Under Group Information, enter the Name and optional Description, and select the Yes radio button next to Group is visible to students.
4. Under **Tool Availability**, leave **Discussion Board** selected, uncheck the checkboxes for any course tools you don’t want to make available for the group, and select the radio buttons for the settings you want.

**NOTE**  If you want to give the groups a Group Room where they can collaborate online with their group members in real time, leave the
Blackboard Collaborate Ultra checkbox selected and select the radio button for the setting you want.

5. Under **Module Personalization Setting**, uncheck **Allow Personalization** if you don’t want students to personalize group modules.

6. Under **Group Set Options**, enter the **Number of Groups** you want to create, then click **Submit**.

7. Under **Group Set Enrollments**, click **Add Users** under the **Name** of the group you want to enroll students in.
8. Select the checkbox next to the student(s) you want to enroll in the group.

![Add Users](image)

**NOTE** You can also use the **Search** criteria to find and select students to enroll.

9. Click **Submit** to add the users and close the **Add Users** window. The names appear in the group section.

**NOTE** To remove users, select the X in their name row.

10. Repeat **Steps 7–9** to add students to another group.

11. Click **Submit**.

After you create groups and add users, each student’s group appears by default under **My Groups** in the left Course menu. Students click the name of their group under My Groups to access their group’s tools and homepage.

![My Groups](image)

**IMPORTANT** You will **not** see the My Groups link as the instructor unless you enroll your **preview user** in one of the groups, and then use **Student Preview** mode to access the group. If you don’t have a preview user (username_previewuser), you can create one by entering Student Preview, then click **Exit Preview** and select the **Keep the preview user and all data** radio button.
Create Groups with Random Enroll

1. In the left Course menu under the Control Panel, click Users and Groups and select Groups.

2. Click Create, then select Random Enroll under Group Set.

3. Under Group Information, enter the Name and optional Description, and select the Yes radio button next to Group is visible to students.
4. Under **Tool Availability**, leave **Discussion Board** selected, uncheck the checkboxes for any course tools you don’t want to make available for the group, and select the radio buttons for the settings you want.

![Tool Availability](image)

**NOTE**  If you want to give the groups a Group Room where they can collaborate online with their group members in real time, leave the **Blackboard Collaborate Ultra** checkbox selected and select the radio button for the setting you want.

5. Under **Module Personalization Setting**, uncheck **Allow Personalization** if you don’t want students to personalize group modules.

6. Under **Membership**, select an option for **Determine Number of Groups by**, then enter the **Number of Students per Group** or the **Number of Groups**.
7. Select an option to **Determine how to enroll any remaining members in the groups**.

![Membership](image)

8. Click **Submit**.

After you create groups and add users, each student’s group appears by default under **My Groups** in the left Course menu. Students click the name of their group under My Groups to access their group’s tools and homepage.

![My Groups](image)

**IMPORTANT** You will not see the My Groups link as the instructor unless you enroll your preview user in one of the groups, and then use Student Preview mode to access the group. If you don’t have a preview user (username_previewuser), you can create one by entering Student Preview, then click Exit Preview and select the Keep the preview user and all data radio button.

### Create Group Discussion or Discussion Assignment

The Group Discussion Board tool must be enabled for each group before you can create a group discussion or discussion assignment. You need to create a separate discussion or discussion assignment for each group.

1. In the left Course menu under **Control Panel**, click **Users and Groups** and select **Groups**.
2. Click the chevron next to the group **Name** and select **Open Group**.
3. Under **Group Tools**, click **Group Discussion Board**.

4. Click **Create Forum**.

5. Under **Forum Information**, enter the assignment **Name**, then enter the discussion assignment instructions in the **Description** box.
6. Under **Forum Availability**, select the **Yes** radio button.

7. **Optional**: select the **Display After** and **Display Until** checkboxes and enter the dates if you want students to have access to the forum for specific dates.

8. Under **Forum Settings**, select **Participants must create a thread in order to view other threads in this forum** if you want students to create their post before they can read their classmates’ posts.
   
   If the discussion is an assignment, continue with **Step 9**. If the discussion is not an assignment, proceed to **Step 12**.

9. Select **Grade Discussion Forum**, enter the **Points possible**, select **Show participants in needs grading status** and select the number of posts from the pull-down menu.

   **NOTE**  Showing participants in needs grading status displays the Needs Grading icon in the Grade Center and puts the posts in the queue on the Needs Grading page after students make the specified number of posts.

10. Enter the assignment **Due Date** by selecting the checkbox and specifying the date and time.

11. **Optional**: click **Add Rubric** if you want to select or create a rubric for the assignment.
NOTE  A Grade Center column is created for each group discussion assignment.

12. Select the desired options in the **Subscribe**, **Create and Edit**, and **Additional Options** sections.

<table>
<thead>
<tr>
<th>Grade Settings</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viewing Threads/Replies</td>
<td>Standard View, Participants must create a thread in order to view other threads in this forum. If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>No Grading in Forum, Grade Discussion Forum Points possible: 10</th>
</tr>
</thead>
</table>

This type of forum requires a specific set of options enabled. Those options were set for you:
- Thread alignments was changed to Forum alignments

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Show participants in “needs grading” states after every 1 Posts</th>
</tr>
</thead>
</table>

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

<table>
<thead>
<tr>
<th>Associated Rubrics</th>
<th>Add Rubric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alignments</td>
<td>Forum alignments, Thread alignments</td>
</tr>
</tbody>
</table>

**Subscribe**
- Do not allow subscriptions
- Allow members to subscribe to threads
- Allow members to subscribe to forum
  - Include body of post in the email
  - Include link to post

**Create and Edit**
- Allow Anonymous Posts
- Allow Author to Delete Own Posts
- Allow Author to Edit Own Published Posts
- Allow Members to Create New Threads
- Allow File Attachments
- Allow Users to Reply with Quote
- Force Moderation of Posts

**Additional Options**
- Allow Post Tagging
- Allow Members to Rate Posts
13. Click **Submit**.

14. Repeat **Steps 1–14** to create a discussion assignment for each group.

15. For instructions to create a link to the group discussion or discussion assignment, refer to next section **Create Link to Group Discussion or Discussion Assignment**.

**Link to Group Discussion or Discussion Assignment**

1. Go to the Content Area in the course (e.g., Lesson 1, etc.) where you want to create the link to the group discussion or discussion assignment.

2. Click the **Tools** menu and select **Groups**.

3. Select the **Link to the Groups Page** radio button.

4. Click **Next**.
5. Enter the Link Name, and then enter instructions for how to access and complete the discussion or discussion assignment in the Text box.

![Link Information](image)

6. Under Options, select the Yes radio button next to Available.
7. Optional: select the Display After and Display Until checkboxes and enter the dates if you want students to have access to the discussion link for specific dates.

![Options](image)
8. Click **Submit**.

**NOTE**  The link to the discussion or discussion assignment appears at the bottom of the page. To move the link, hover your mouse to the left of the title until the four arrows appear, then click and drag the link to place it where you want it.

**Create Collaborate Ultra Session**

You need to create a **separate** Collaborate Ultra session for each group and communicate to the groups the specific time they need to join their session.

1. In the course **Control Panel**, click **Course Tools** and select **Blackboard Collaborate Ultra**.

   ![Course Management](image)

   2. Click **Create Session** and enter the following information:

   Name the Collaborate Ultra session (for example, “Discussion Group 1 Meeting”).

   Specify the dates and times of the session.

   Complete the other setting options under **Session Settings**.

   **IMPORTANT**  If you are going to record the session and want to download the recording, you need to select **Allow recording downloads** under Session Settings.
3. Click Save. You will see the session you created listed.
4. Repeat Steps 2–3 to create another session.

**Link to Collaborate Ultra Session**

You need to create a separate Collaborate Ultra session link for each group.

1. To the right of the session name, click the circle with 3 dots in it and select Copy Guest Link. The link will automatically copy.

2. Go to the area in the course where you want to link the session.
3. Click Build Content and select Web Link.
4. Enter the **Name** for the Collaborate Ultra session (for example, “Discussion Group 1 Meeting”).

5. Paste the link in the **URL** text box.

6. Enter any instructions in the **Description** text box.

7. You can set the Availability Dates in the **Standard Options** section.

8. Click **Submit**.

9. Repeat Steps 1–8 to create a session links for each group.

**NOTE** The link appears at the bottom of the page. To move the link, hover your mouse to the left of the title until the four arrows appear, then click and drag the link to place it where you want it.